



## VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

# JOB OPPORTUNITY

TRAINING OFFICER II (TOII)  
ADMINISTRATION DIVISION  
HUMAN RESOURCES SECTION  
Limited-Term - 12 Months/Full-Time  
\$4,749.00 - \$5,726.00

### POSITION SUMMARY:

Under the general direction of the Staff Services Manager II in the Human Resources Section, the Training Officer II (TOII) will be responsible for developing, implementing and providing a total departmental training program for managers and supervisors on Progressive Discipline, Labor Relation and Equal Employee Opportunity (EEO) program policies and procedures. A comprehensive specific training curriculum for Managers and Supervisors is necessary to provide the structure and consistency required for a program to operate efficiently and effectively. ***Training and Development Assignments will be considered for this position.***

### ESSENTIAL FUNCTIONS INCLUDE:

- Assess departmental training needs in order to develop a comprehensive training curriculum focusing on all aspects of employee discipline.
- Work closely with the Human Resources Labor Relations manager and the Classification and Pay Analysts to assess departmental training needs.
- Determine training objectives based on data gathered via a needs assessment. Develop individual and/or group training courses and modules geared specifically to meet each training objective.
- Ensure all managers and supervisors are thoroughly trained in all aspects of progressive discipline, Labor Relations and appropriate EEO processes and procedures.
- Develop testing criteria using recognized training methods.
- Conduct individualized and group training for managers and supervisors.
- Identify and determine training deficiencies as indicated on the evaluation criteria by applying necessary training techniques.
- Provide ongoing training and guidance to managers and supervisors.
- Consult with and advise managers and supervisors on the steps for Progressive Discipline, Labor Relations and EEO matters.
- Revise courses to specifically meet the needs of departmental staff.
- Remain abreast of changes in law and rules as they pertain to progressive discipline, labor relation and EEO issues.
- Remain knowledgeable with regard to effective training methods for adult learners.
- Provide Executive staff with status updates, suggest changes to the training curriculum and attend departmental management team meetings.

### WHO MAY APPLY:

Individuals with eligibility to the TOII classification (i.e., transfer, reinstatement or list) may apply. In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.

### SUBMIT APPLICATION AND RESUME TO:

Victim Compensation and Government Claims Board  
Human Resources Section/Attn: Robin Jones  
P.O. Box 48, Sacramento, CA 95812-0048  
(916) 324-3252 ~ email: [rjones1@vcgcb.ca.gov](mailto:rjones1@vcgcb.ca.gov)

**FINAL FILING DATE:**  
**April 13, 2006, or Until Filled**

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. **\*\*POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.\*\***

California Relay Service:

Voice line: 1-800-735-2922  
TDD User: 1-800-735-2929

Position Number: 040-450-5194-902